

Instructor AV/Computer Cart

Computer Problem? Contact your Distributed User Support Specialist (DUSS)

AV Equipment Problem? Contact the Educational Technology Center (ETC - 836-5778)

MSU
Missouri State University



To obtain a key for this cart, make a key request through your department. Ask for the key to the Spectrum Audio/Visual/Computer cart (key number CH751).

ENSURE MASTER POWER IS ON (figure 1). NOTE: DO NOT turn off Master Power switch.

TURN ON THE PROJECTOR & SELECT SOURCE

- 1 Using projector remote, **press the red power button ONCE**. Watch for light to appear in the projector lens and listen for the cooling fan to start. This may take a moment.
- 2 **Select the source you want to project**. Use the source buttons on the projector remote (Figure 2) to select either:
 - **COMPUTER 2** for the “local computer” (the PC built into the cart) or the laptop patch panel.
 - **VIDEO** for the DVD/VCR combo built into the cart.
 - **S-VIDEO** for an external video source connected to the patch panel C-VIDEO port (Figure 3).

TURN ON THE COMPUTER

- 1 If not already on; **press the power button on the face of the computer**. Log in using your SGF login. The same image you see on the local monitor should now also appear on the projector.

CONNECT A LAPTOP

If you would like to connect a laptop to the projector rather than use the PC built into the cart:

- 1 Connect laptop's AC power adapter into one of the AC outlets on the patch panel (Figure 3).
- 2 Connect VGA cable from the laptop VGA port to the VGA port on the patch panel (Figure 3), if necessary, press the appropriate function key on your laptop to share its video output with the projector. Key varies by laptop manufacturer.

- 3 If network connectivity is required, connect an Ethernet cable from your laptop to the Ethernet port on the patch panel (Figure 3).
- 4 If audio is required, connect a patch cable from your laptop to the AUDIO input on the patch panel (figure 3).

NOTE:

Even when using a laptop, the local computer's power must be on as it supplies power to the auto laptop switch. You must have a SGF account on the domain to utilize the campus network. Contact Computer Services at 836-5891 for further information on network access.

USING THE VCR/DVD COMBO

- 1 If not already on, turn VHS/DVD player's power on (figure 1).
- 2 Insert either DVD or VHS media.
- 3 Using the VHS/DVD combo's remote or the control on the face of the unit, select PLAY, FF or REWIND as needed.

NOTE: If your video is not playing through the projector, see above to ensure that it is on and that the correct source has been selected.

SOUND — TURN ON AMPLIFIER

- 1 If not already on, turn amplifier power on (figure 1).
- 2 Ensure that the MASTER volume and the volume for the source you desire are adjusted to the appropriate levels (figure1).



Fig.1 Rack mounted components



Fig.2 Projector remote



Fig.3 Laptop patch panel

**Still have questions?
Contact ETC,
836-5778**

